



Mississippi Department of Marine Resources

SOLICITATION:

REQUEST FOR APPLICATIONS

RFA NUMBER:

3140002161

SMART NUMBER

1450-20-R-RFQI-00016

TO PROVIDE:

Historic Preservation Intern

ISSUE DATE:

February 14, 2020, 10:00 AM CST

LOCATION:

Mississippi Department of Marine Resources
1141 Bayview Avenue
Biloxi, Mississippi 39530

MDMR CONTACT:

Valerie McWilliams
(228) 523-4118
procurement@dmr.ms.gov

CLOSING DATE AND TIME:

March 10, 2020, 10:00 AM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a **Historical Preservation Intern** for the Office of Coastal Restoration and Resilience (CRR) Mississippi Coast National Heritage Area (NHA) program. This position will assist CRR/NHA staff in developing marketing content, taking part in agency outreach events and supporting with daily administrative tasks.

The purpose of MDMR’s Mississippi Coast NHA program is to enhance, conserve, and provide connectivity to cultural resources of a unique and defined area through identification, interpretation, and promotion. These cultural resources of the National Heritage Area provide authentic experiences and serve as a source of pride and identity.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

Scope of Work/Job Duties

The scope of work/job duties for this position will include:

- Developing and scheduling social media content;
- Collaborating with staff to develop marketing strategies;
- Assisting with research and archiving historic collections;
- Procuring quotes and working with vendors;
- Assisting with outreach events; some evening and weekend work may be required;
- Assisting with the preservation and management of historic homes; and,
- Other duties as assigned by the supervisor and/or Office Director.

Minimum Qualifications

The minimum qualifications the MDMR is seeking for this position include:

- **Education:** Must possess or be pursuing a Bachelors’ Degree in historic preservation, anthropology, or history. If degree is in progress, the candidate must have at least 32 hours of college credit. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Other:** Must possess a valid driver’s license (Mississippi residents must have a Mississippi driver’s license). MDMR will verify the driver’s license.

Knowledge, Skills, and Abilities

The ideal candidate should have previous coursework and thorough knowledge of historic preservation and a solid understanding of different tasks and techniques required for historic preservation. Candidate should be self-motivated, capable of implementing multiple project tasks simultaneously and able to work well with others. Candidate should be comfortable presenting to small and large groups ranging in age from young children to older adults of all experience levels.

Candidate should also be familiar with Adobe Creative Suite, Microsoft Office and various social media platforms.

Compensation and Hours Worked

This internship position pays \$10.00 per hour and is for 40 hours per week. The position is for up to 12 weeks, depending on the intern's school schedule. **Please Note:** This position will not begin until June 1, 2020, or after, depending on the intern's school schedule.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed.)
- Attach a resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.
- Attach a copy of your college transcript (an unofficial copy is acceptable).

You may submit your application packet (all of the above) in one of three ways:

- Via email to procurement@dmr.ms.gov;
- Via U.S. mail, postage prepaid, to Procurement Office, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to the Procurement Office at the above address.

The **deadline** for receiving applications is **March 10, 2020 at 10:00 a.m.** Late applications will not be accepted. You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to Valerie McWilliams at procurement@dmr.ms.gov

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the Procurement Director.

Equal Opportunity Statement

MDMR will select candidates for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.